

November 8, 2002

**MEMORANDUM**

**To:** Stakeholders  
Virginia Teacher Quality Enhancement Grant

**From:** Thomas A. Elliott, Assistant Superintendent  
Division of Teacher Education and Licensure

**Subject:** Virginia Teacher Quality Enhancement Grant Meeting

This memorandum is a follow-up to the October 29, 2002 correspondence to you regarding Virginia's Teacher Quality Enhancement Grant recently awarded by the U.S. Department of Education under the Title II Higher Education Act. This competitive award provides Virginia funding in the amount of \$13.5 million over a three-year period to assist the state in addressing critical teacher quality initiatives. The funding period for the grant is October 1, 2002 through September 30, 2005.

As part of the grant start up process, you (or your designee) are invited to attend an informational meeting to learn more about initiatives included in the grant and your potential involvement in grant activities. Representatives from the State Council of Higher Education for Virginia and the Virginia Community College System will join Department of Education staff to discuss the grant initiatives. The meeting will be held Tuesday, November 19, 2002, 10:00 a.m. to 2:00 p.m. in the Windsor Room at the Hilton Garden Inn Richmond Innsbrook, 4050 Cox Road, Glen Allen, Virginia, 23060, (804) 521-2900. Coffee and refreshments will be available at 9:30 a.m. and a box lunch will be provided around noon.

Participants are responsible for the cost of any lodging or travel expenses incurred. If you do require overnight lodging for the night of November 18, 2002, please contact the hotel directly. You should make your reservation at the state government rate (\$77.00 plus tax). We will provide a list of meeting participants to the hotel for this state government lodging rate.

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Enclosed are a meeting response form and directions to the hotel. **Please return the meeting response form to Janet Stephens, by no later than close of business on Friday, November 15, 2002. Hotel meeting space will accommodate up to 75 participants. Therefore, participation, including provision of box lunches, will be limited to the first 75 respondents.** If you have questions or require further information, please do not hesitate to contact Janet Stephens, executive secretary, Division of Teacher Education and Licensure, at (804) 371-2475.

TAE/jyc

Enclosures

c:: Dr. Jo Lynne DeMary  
Dr. Glenn DuBois  
Mrs. Phyllis Palmiero

Commonwealth of Virginia  
Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218-2120

***VIRGINIA TEACHER QUALITY ENHANCEMENT GRANT  
MEETING  
NOVEMBER 19, 2002***

***Hilton Garden Inn Richmond Innsbrook 4050 Cox Road, Glen Allen, Virginia  
(804) 521-2900\****

**Meeting Response Form**

(Please print or type.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Division/Agency: \_\_\_\_\_

**Please respond:**

- ÿ I will attend the Virginia Teacher Quality Enhancement Grant Meeting on November 19, 2002, at the Hilton Garden Inn Hotel.\*
- ÿ I am unable to attend the Virginia Teacher Quality Enhancement Grant Meeting.

**\*\*\*\*\***

**Please respond by Friday, November 15, 2002, to,** Janet Stephens, executive secretary,  
Division of Teacher Education and Licensure, **FAX: (804) 786-6759; Phone: (804) 371-2475.**  
MAIL: Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

***\*(Hotel reservations should be made directly with the Hilton Garden Inn. A block of rooms has been reserved until November 15, 2002, at the rate of \$77.00/night + tax for double or single occupancy.)***